



CASUAL COMMUNITY LIBRARIAN I FOREST GROVE LIBRARY BRANCH

The Cariboo Regional District invites qualified applicants to apply for the casual Community Librarian I position at the Forest Grove Library Branch.

Position Summary: Reporting directly to the Manager of Library Services, the self-motivated and innovative incumbent will be responsible for community library operations and services.

Duties include lending library materials and completion of associated circulation tasks, including loan renewals, holds management, fines clearance and patron registration; assisting the public as needed in the use of public computers intended for access to the Internet, Library catalogue and website; handling interlibrary loan requests; selecting books and other materials for the Library's collections; handling all incoming and outgoing mail; preparing and receiving shipments of materials; and ensuring an orderly and tidy library.

Education, Experience, and Qualifications Required:

- High school diploma (Grade 12).
- Demonstrated knowledge of computers (internet, email, word processing and spreadsheets).
- Organized, focused approach to task completion.
- Demonstrated ability to work cooperatively and effectively with other staff and to deal pleasantly and helpfully with the public.
- Willingness to learn new skills.
- Ability to deal with the challenges of working in an isolated, rural location.
- Knowledge of literature and an enthusiasm for promoting and delivering library programs and services is expected of the successful candidate.

Wage: This is a BCGEU position, and the current rate of pay is \$26.06 per hour plus \$1.50 in lieu of benefits, 6% vacation pay and 4.8% statutory holiday pay. A standard probationary period based on the aggregate of hours to reflect sixty working days will apply.

Work Site Location: The successful candidate will operate out of the Forest Grove Branch Library located at 4485 Eagle Creek Road, Forest Grove, BC.

Hours of Work: The Forest Grove Library is open Tuesdays 3:00 pm - 8:00 pm and Thursdays 10:00 am - 3:00 pm. The Community Librarian I (casual) is expected to be available for all scheduled hours, currently 10 hours per week.

In accordance with the collective agreement, casual employees must be available for a minimum of 20 hours per week, or the operating hours stated above, which includes daytime and evening shifts (up to 8:00 p.m.) as well as Saturdays. Should your availability fall below the minimum, or you refuse 3 consecutive shifts, the position will be terminated. Due to the coverage-based nature of this role, work schedules will fluctuate based on the staffing needs of our permanent team. Busier periods typically occur during peak vacation seasons and in response to unexpected staff absences.

Qualified candidates wishing to apply and looking for a detailed job description please visit www.cariboord.ca/careers. Applications will be accepted until **1:00 pm, July 26, 2026**. Applications must be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position. ***When submitting an application via email, please quote Competition #26-17.***

We wish to thank all candidates for their interest; however, only those selected to participate in the interview process will be contacted.

Bernice Crowe, Manager of Human Resources
Cariboo Regional District
Suite D, 180 North Third Avenue
Williams Lake, BC V2G 2A4
www.cariboord.ca/careers

Are you interested in relocating but want to know more about why you should make the move to the Cariboo? Learn more about our fulfilling communities, long trails and everyday play before you make the move: www.cariboord.ca/makethemove.